

UNITED NATIONS  NATIONS UNIES

POSTAL ADDRESS—ADRESSE POSTALE: UNITED NATIONS, N.Y. 10017  
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL  
CABINET DU SECRETAIRE GENERAL

25 September 2021

Dear Mr. President,

I write further to my communications addressed to your predecessor during the seventy-fifth session of the United Nations General Assembly, on the efforts of the Secretariat to ensure the business continuity of our work at the United Nations premises in New York. I have the honour to inform you that, in response to the call from Member States for the enhancement of conference services for in-person meetings, the Secretariat will be able to increase the overall room capacity available for intergovernmental meetings during the main part of the seventy-sixth session of the General Assembly, compared to the same time last year.

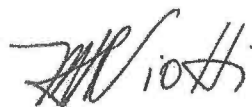
Since the start of the COVID-19 pandemic, our business continuity efforts have been guided by the importance of mitigating any potential risks to the health of delegates and United Nations personnel. We remain cautious and we will be guided by medical advice. To this end, the provision of conference services is based on the continued necessity for mitigation measures, taking into account current health and safety guidelines, as well as the spread of the highly contagious COVID-19 Delta variant. They are also contingent upon the capacities of the Secretariat in light of the continuing impact of the COVID-19 pandemic, and without prejudice to any subsequent changes that may be necessitated as the situation continues to evolve.

We hope that the local situation will continue to improve and allow us to reopen more fully. Until such time, the Secretariat will continue to explore ways in which we could provide enhanced support for *on-site* meetings and conferencing in a safe manner.

His Excellency  
Mr. Abdulla Shahid  
President of the seventy-sixth session of the  
United Nations General Assembly  
New York

I wish to reassure you of the firm commitment of the Secretariat to support the work of the General Assembly. We will continue to engage with your office as we move towards the next phase of our transition to the Next Normal.

Please accept, Mr. President, the assurances of my highest consideration.

A handwritten signature in black ink, appearing to read 'M. Viotti', with a stylized flourish at the end.

Maria Luiza Ribeiro Viotti  
Chef de Cabinet

## **ANNEX – Suggested Provision of Conference Services during the main part of the seventy-sixth session of the United Nations General Assembly**

### *Meeting room availability*

- Full membership with interpretation: General Assembly Hall, combined Conference Rooms 1+2+3
- Other rooms with limited seating and interpretation: Trusteeship Council Chamber, Conference Room 4, Security Council Chamber
- Other rooms with limited seating and no interpretation: CR 9, 10, 11, 12 and alphabet rooms

### *Use of the GA Hall and Conference Rooms*

- Use of the full membership General Assembly Hall and CR.1+2+3 is with the understanding of a limitation of delegation size to 1+3 in the GA Hall and 1+1 in the combined CR.1+2+3 as well as the continuation of the honour system announced in the letter from the President of the General Assembly, dated 16 September.
- The Secretariat will continue to announce safety measures that need to be observed by the meeting participants, such as strictly not to attend a meeting if they are unwell, have a fever, cough or respiratory symptoms.
- Meeting participants are required to wear a mask unless directly addressing a meeting. Participants are also encouraged to avoid physical contact when interacting with others.
- In the General Assembly Hall, delegations may choose whether to deliver their statement from the rostrum or their national seat.
- Cleaning and sanitizing of conference rooms and the General Assembly Hall will continue to take place between meetings, including cleaning of the rostrum surface and changing of microphone covers.

### *Format of informal consultations*

- The recommended format for informal consultations is virtual and without interpretation. Rooms for in-person requirements will be allocated based on available capacity and in line with health and safety requirements. Bookings can be made for time-slots in the morning and afternoon, as well as during lunch.

### *Meeting requests from Regional Groups and Member States*

- Any in-person meetings organized by Regional Groups and Member States are subject to availability of conference rooms and any restrictions in place, although the recommended option at this time is for these meetings to be held virtually.
- In the case of meetings organized by Regional Groups, requests for interpretation will be subject to available capacity. In the case of meetings organized by Member States, requests for interpretation will be subject to available capacity and on a reimbursable basis.

### *Side events*

- In line with the High-level Week, it is recommended that side events continue to be virtual or offsite.

### *Interpretation Services*

- The Department for General Assembly and Conference Management continues to emphasize to meeting participants that in order to facilitate the provision of Remote Simultaneous Interpretation to virtual and hybrid meetings, certain technical requirements must be met, including the use of proper equipment.

### *Vaccination requirement for conference-servicing staff*

- Vaccinations have been mandated for staff performing certain tasks whose functions do not allow sufficient management of exposure, including staff servicing meetings.
- Any personnel who has been on site and has a positive COVID-19 test result are required to report the results immediately to DHMOSH through a confidential self-reporting portal in order to ensure effective risk mitigation.